

ADMINISTRATIVE ASSISTANT REPORT

January 2009

01/27/09

1. MISCELLANEOUS:

- a. Several ETN's are being offered that you might be interested in; open meetings, open records, ethics, procedures, etc. Please let me know if you wish to attend any of these. I will of course, keep the information for any newly elected officials.
- b. I will be out of the office on vacation the week of 3/1/09 – 3/8/09, but will be back on Monday to process the payroll.
- c. The payroll direct deposit is working very well. Of the last payroll processed, only 3 checks were NOT done via direct deposit.

2. TAXES:

- a. The "Jan settlement" was done by Carol sending a portion of the tax collections collected in Dec, to each taxing district. The vouchers were approved at 1/13/09 TB meeting.

3. FINANCIALS:

- a. Final 2008 budget amendment (Amendment #5) will need to be done. This should be the final amendment and is usually done to "clean up" the budget. The 2008 budget reports should be on the next agenda, so the budget amendment will be included.
- b. I'm not able to close the general ledger on the accounting software yet, so I won't be able to process the 2009 monthly reports as of yet. I'm hoping this won't be as an extended process as it turned out to be last year.
- c. Payroll year-end & quarterly reports, and W-2s have been printed, balanced and are being mailed (all are due by January 31st). Year-end reports for the Wisconsin Retirement System (WRS) and the 4th Qtr Sales Tax return have been completed and mailed as well. 1099-Misc are being done this week and will be mailed to the appropriate venders by month end.
- d. I will be starting on the entire year-end accounting for the annual audit and making a trip to Ashland to bring the reports & paperwork to the auditors.
- e. Bayfield School has some questions pertaining to the Winter Transportation funding, so I'll be spending some time gathering information & reports to send to them. I think it's more a matter of them not having all the previous financial reports and their finance committee is trying to piece reports together.
- f. I have quite a few grant re-imbursement requests to submit. The Alternative Energy Committee has designated what grant funds are to be used for what expenditures, so now I can start submitting payment requests for their grants. I need to finish up the Capser Trail and North Shore park expenditures for 2008 and submit.
- g. A billing has been sent to the WI Bureau of Aeronautics for the aggregate and the town's expenses for the Snow Removal Equipment building. Haven't heard anything about the SRE billing, but the BOA is sending me the reimbursement forms to use for the aggregate request.
- h. County H billing for July 2008 – December 2008 needs to be done, ambulance billings and misc billings will need to be done as well. Airport hangar & industrial zone lot leases billings have been sent out and Nelson Construction has paid the 2008 tonnage.

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk